


MEMORANDUM TO: Chief, Records Services Division
Chief, Printing and Reproduction Division
Acting Chief, Space, Maintenance & Facilities Division

FROM: Chief, General Services Office

SUBJECT: Change in organizational name.

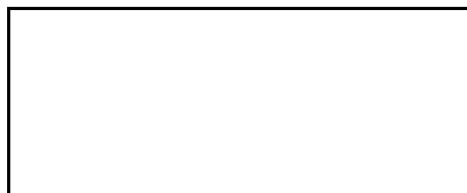
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1. In accordance with Agency Regulation  dated 20 March 1953, the designation of the Office of General Services is changed to "General Services Office".

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2. Accordingly, hereafter all correspondence and records will conform to the above.



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cc: Chief, Records Management & Distribution Branch
Chief, Machine Records Branch